

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Women's History Month Program

FROM: Robert E. Fitzgerald  
Director of Equal Employment  
Opportunity

EXTENSION

NO.

87-0532X

DATE

12 March 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration / EXA

13 MAR 1987

3/14

A

2. 7D24 Headquarters  
ADDA

16 MAR 1987

17 MAR 1987

P

3. DDA

16 MAR 1987

WD

4. DDA/Registry

Copies made for  
dissemination at  
DDA staff meeting  
17 March 1987.

~~Bulky -  
make sure it's on  
my calendar.~~

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12 March 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert E. Fitzgerald  
Director of Equal Employment Opportunity

SUBJECT: Women's History Month Program

1. The Honorable Jeane J. Kirkpatrick, former United States Ambassador to the United Nations, will be the keynote speaker for our annual Women's History Month observance. The Office of Equal Employment has scheduled the program in the Headquarters Auditorium to begin at 1000 hours, on 27 March 1987.

2. On behalf of the Office of Equal Employment Opportunity, we invite you to this program. Since Mr. Gates will introduce Ambassador Kirkpatrick, it has been requested that we have a full auditorium. Please encourage the employees in your Directorate to attend. Special transportation from the outlying buildings will be provided.

3. I look forward to having you share this occasion with us. Your help in making Women's History Month a success is greatly appreciated.

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Robert E. Fitzgerald